

**EXHIBIT A**  
**(Standard Agreement)**

**SCOPE OF WORK**

1. **PURPOSE**

The purpose of this Agreement is to provide financial assistance for the purposes of developing or expanding asset development programs to help people with limited financial resources. Asset development covers a wide variety of activities, including, but not limited to: connecting low-income residents to financial institutions; financial education, credit repair and budgeting; savings opportunities through Individual Development Accounts and other savings/investment vehicles; free tax preparation services; asset protection approaches such as anti-predatory lending measures, retirement planning, and health insurance; and the development of asset-building coalitions and collaboratives.

For consistency and more effective outcomes management, activities and outcomes will be collected under the following five categories:

- A. Financial education/Literacy/Connections to financial institutions
- B. Individual Development Accounts (IDA)
- C. Free Tax Preparation Services/Earned Income Tax Credit (EITC)/I-CAN
- D. Asset Building Coalitions/Collaborations
- E. Credit Union

2. Contractor agrees to provide services and activities identified above in Section 1, and further specified in the CSD Asset Development Work Plan/Progress Report (CSD form 168 [New 08/08]) attached to Exhibit B of this Agreement, and pursuant to the federal Community Services Block Grant (CSBG) Program, in the service area described in Exhibit A, Section 4. All services are to be provided in accordance with all applicable federal and state law, and regulation, and as those laws and regulations may be amended from time to time, including but not limited to, pursuant to the following:

- A. The Community Services Block Grant Act, 42 U.S.C. §§ 9901 et seq., and 45 Code of Federal Regulation (CFR) Part 96;
- B. The California Community Services Block Grant Program, Government Code §§ 12725 et seq., and Title 22, California Code of Regulations (CCR), §§ 100601 et seq.; and
- C. The Single Audit Act, 31 U.S.C. §§ 7301 et seq., and Office of Management and Budget (OMB) Circular A-133 and its appendices and supplements.

3. Even though the federal Community Services Block Grant Act exempts Contractor and its subcontractors from many federal administrative requirements and standards to promote State and local efficiency, the federal government directs the State to establish fiscal control and fund accounting procedures regarding CSBG funds. Federal law also directs the State to ensure that the cost and accounting standards of the Office of

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Management Budget (OMB) apply to recipients of CSBG funds. Therefore, Contractor agrees to apply all of the requirements, standards and guidelines contained in the following authorities, as they may be amended from time to time, to all of the procurement, administrative and other costs claimed under this Agreement, including those costs under subcontracts to this Agreement, notwithstanding any language contained in the following authorities that might otherwise exempt Contractor from their applicability. To the extent that the requirements, standards or guidelines directly conflict with any State law or regulation at Government Code §§ 12725 et seq. or 22 CCR §§ 100601 et seq., or any specific provision of this Agreement, then that law or regulation or provision shall apply instead:

- A. OMB Circular A-102 (Common Rule for State and Local Governments), as codified by the Department of Health and Human Services (HHS) at 45 CFR Part 92;
- B. OMB Circular A-110 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations), as codified by HHS at 45 CFR Part 74;
- C. OMB Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments);
- D. OMB Circular A-122 (Cost Principles for Non-Profit Organizations)

The above documents are hereby incorporated by reference into this Agreement. To access these documents, please visit [www.csd.ca.gov](http://www.csd.ca.gov).

- 4. The Community Services Block Grant (CSBG) Catalog of Federal Domestic Assistance number is 93.569. The award is made available through the United States Department of Health and Human Services.
- 5. The services shall be performed in the following service area:

**Insert**

- 6. Send all correspondence and fiscal reports to:

State Agency: Department of Community Services and Development  
Section/Unit: Field Operations Services  
Address: P.O. Box 1947  
Sacramento, CA 95812-1947  
Phone: (916) 341-4200  
Fax: (916) 327-3153